



VACATION OF RIGHT-OF-WAY SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist may be helpful, it is not designed to be a substitute for the Subdivision Code provisions. Applicants are expected to review the details of the code. A pre-application meeting shall be scheduled with the Planning Staff prior to Vacation of Right-of-Way submittal. The following information needs to be provided at the pre-submittal meeting:

- 1) Existing zoning and use of the site and adjacent zoning and land uses.
- 2) Conceptual site layout.
- 3) Existing and proposed access locations.
- 4) Existing contours and proposed grades (FIMS data may be used).
- 5) Vicinity map.

By 5:00 p.m. on the published submittal date, the following information, as specified in Chapter 16.44 of the Subdivision Regulations, shall be provided to the Planning Department:



- ☐ 1) Completed Application Form with nonrefundable fee.
- ☐ 2) A project narrative (letter of application) that describes the purpose of the request and the boundaries of the proposed vacation.
- ☐ 3) One copy up to 11"x 17", or three copies over 11"x 17" and up to 24"x 36" and a reduced size (not to exceed 11" x 17"), of an accurate graphic showing the following:
 - a. A vicinity map necessary to locate the rights-of-way;
 - b. All lines of lots, blocks, and other parcels of land as recorded, which abut the proposed, vacation area;
 - c. Ownership of abutting properties;
 - d. The right-of-way lines, widths, locations, and names of all streets, as recorded, proposed for vacation;
 - e. Indication, as may be appropriate, of existing or proposed access to properties abutting and in vicinity of proposed vacated area;
 - f. The exact location and width of all existing street development;
 - g. All existing drainage and utility easements as recorded, subject to the reservation of easements for existing drainage and utility installations;
 - h. Date of preparation, scale, and northpoint.
- ☐ 4) An accurate and clear legal description of the proposed vacation area.